



**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

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HONOLULU, HAWAII 96810-0119

March 6, 1998

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION
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COMPTROLLER'S MEMORANDUM 1998-08

TO: All Department Heads

SUBJECT: Addendum No. 4 to Travel Agency Contract Guidelines

This memorandum is an addendum to Comptroller's memorandums No. 1996-27, No. 1996-37, and No. 1997-03 and is issued to address implementation of mandatory use of car rental coupons.

Numerous phone calls and letters have been received regarding the car rental refueling policy. In response to those concerns, Panda Travel has obtained car rental coupons from Budget Rent A Car that will include refueling charges. The coupon rate is cost effective and will result in convenience for the traveler.

Effective April 1, 1998, the use of Budget Rent A Car coupons will be mandatory for travelers requiring a compact car. The coupons which must be purchased through Panda Travel are priced at \$30.71 per coupon. The following conditions and limitations will apply:

1. Coupons are valid for compact cars only, based on a 24-hour rental on a single island. Valid on Oahu, Maui, Kauai, Hawaii and Molokai. Budget does not service Lanai, Hana and Princeville.
2. The rate includes time and mileage, general excise tax, Hawaii State surcharge tax, vehicle licensing fee and refueling charges. There is no minimum or maximum amount of coupons to be purchased.
3. Renter pays Budget directly for upgrades, drop charges, underage driver surcharge and other incidentals.
4. A major credit card must be presented at the time of rental.

5. Travelers will make reservations directly with Budget. Budget will guarantee availability of compact cars Monday through Friday (12 noon). Rentals commencing after 12 p.m. on Friday, Saturday, Sunday and State holidays are subject to availability at the time reservations are made. Normal TAF procedures with Panda will be used if travelers are unable to secure reservations with Budget.
6. Coupons have an expiration date of 12/31/98. Expired coupons will be charged a \$1.00 exchange handling fee plus the difference in rate for 1999. Exceptions to this policy are as follows:
 - * Travelers requiring reservations other than a compact sized car.
 - * Out of State car reservations.
 - * Underage travelers (under 25 years old) or travelers that do not have a major credit card.
 - * Reservations for destinations not serviced by Budget (Hana, Princeville and Lanai).

If any of the exempted conditions exist, a completed TAF must be faxed to Panda Travel for reservations.

The current purchasing and processing guidelines presently in use will remain the same. Purchase orders may be mailed or hand carried to the Panda office. Departments that have Budget coupons (without gas) may exchange them with Panda for the difference in price of \$1.99 per coupon

If anyone has any questions, please call the Travel Administrator, Bonnie Kahakui, at 586-0673.


SAM CALLEJO
State Comptroller